

Avon Lake City School District

Notice Regarding Directory Information (FERPA)

Please complete and return this form **ONLY** if you wish directory information be withheld by choosing Option #1 or #2 (do not choose both).



The Family Education Rights and Privacy Act (FERPA), a federal law, requires that the Avon Lake City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's/your education records.

However, the District may disclose appropriately designed directory information without written consent, unless you advise the District to the contrary by completing and returning this form.

The primary purpose of directory information is to allow the District to include certain student information (see below) in school publications, such as the yearbook, honor roll and other recognition lists, graduation programs and extracurricular programs. Directory information can also be disclosed to outside organizations without the consent from the student, if eighteen years of age, or parent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with names, addresses and telephone numbers of students; unless the student or parent has advised the District they do not want such information disclosed.

The District's Board of Education has designated the following categories of personally identifiable information contained in student records as *directory information* that may be released at the Board's discretion:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study; if any
- Participation in officially recognized activities and sports
- Weight and height for members of athletic teams
- Dates of attendance
- Degree and/or awards received

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit disclosure of any aforementioned information by completing and returning this form by **August 26, 2011**. The form should be returned to the appropriate school.

Please complete and return this form ONLY if you wish directory information be withheld by choosing Option #1 or #2 (do not choose both).

Student's Last Name _____ First _____

OPTIONS

(Please choose only Option #1 or #2 – Do not choose both.)

1. _____ I do not want any of my/my child's directory information released for any purpose.
(Please note that if you elect this option, your child's name will not be included in publications such as the school newspaper, yearbook, Honor Roll, graduation programs, athletic or other extracurricular programs.)

OR

2. _____ I do not want my/my child's directory information released to the Armed Services, Military Recruiters, or Military Schools as allowed under the "opt out" rule in Section 9528 of the No Child Left Behind Act of 2001. My/my child's directory information may be released for use by school-affiliated groups.

SIGNATURES

Parent of student under 18 years of age:

I am the parent or legal guardian of an underage student in the Avon Lake City School District.

Parent Name (Print) _____ Student's Name _____

Parent Signature _____ Date ___/___/___

OR

Student (if at least 18 years of age):

I am at least eighteen (18) years of age and a student in the Avon Lake City School District.

Student Signature (over 18 only) _____ Date ___/___/___